



Serial Sampling, Mail-In Specimens, & Other Tips

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Serial Sampling

Ordering

- Order a pre-set test-specific serial sequence in CRIS (e.g., Serial 1-8, Serial 9-15, Serial 16-25, and 26-40) for the number of samples to be collected. For example, if a 10-tube serial test is required, select “serial 1-8” AND “serial 9-15” in CRIS.
- Use “Special Instructions” to specify in the order the exact time points for the serial collection unless pre-set by a protocol order set.

Bar Code Labels and Order Requisitions

- When a serial lab order is active, an order requisition and Bar Code labels will print.
- The Bar Code label will display the tube number in the serial sequence where the “tube type” would have normally displayed. For example, “01S” (tube #1 in the sequence) appears where “YEL” would have displayed.
- Using the “10-tube serial test” example above:
 - 2 requisitions and 15 labels will print. Even though only 10 labels are needed, please do NOT discard the 5 unused Bar Code labels. These will eventually be returned to the lab with the collected specimens.
 - Gather the appropriate specimen collection tubes or containers in a rack, labeling each. Fill each tube or container in the order collected.
 - If the order requisition does not correspond to the actual date/time collected, please write the actual date/time on the Order Requisition(s) and the corresponding tubes or containers.
 - If, for any reason, a specimen is NOT collected in the serial, leave this labeled tube **empty in its position in the rack**. Collect the next specimen in the sequence.
 - Return all labeled tubes in the rack to the lab whether filled or empty. Also send along the 5 unused Bar Code labels (11S-15S) and the 2 Order Requisitions noting the total number of tubes drawn (10 tubes drawn). **See Fig. 1.**
- If your PCU currently uses a “special label” system (e.g., 9W) or Admission labels (e.g., 8W), continue to set up your racks of tubes as usual. However:
 - The tube number in the sequence must be written on the label, e.g., #1, #2, etc.
 - On the day of the serial collection, Bar Code labels will print out. Tubes do NOT have to be relabeled. Instead, once serial collection is completed, send the pre-labeled specimens in the rack to the lab along with the Bar Code labels. The lab will take care of the rest!

Mail-In Specimens

Ordering and Labeling Instructions

- Enter a “Future Outpatient/Pre-Admit” order for the required laboratory test.
- Provide the patient with Admission labels. Instruct the patient to record on the label the date/time the specimen is collected and then apply label to the container.
- When the specimen is received at the Clinical Center, “Release” the medical order. An Order Requisition and a Bar Code label will print out.
- Re-label the specimen container with the Bar Code label, validating that both the Bar Code and Admission labels are identical for the patient’s first & last name and DOB.
- Record on the Order Requisition the date/time collected by the patient and that the specimen was received as a “Mail-In Specimen.”
- Send labeled specimen to the lab along with the Order Requisition.



Fig. 1 In this example, there are 5 additional Bar Code labels (not shown) that will not be used. These 5 labels are returned to the lab along with the rack of collected and labeled specimens.